

Collection Development Policy (CDP) for Oakland City-Columbia Township Public Library

Purpose

The primary purpose of the Oakland City-Columbia Township Public Library (OCCTPL) CDP is to provide guidance to the staff on the continuous development of the library collection including selection and deselection processes. A secondary purpose is to provide a written documentation of the policy for the public's knowledge.

Collection Principles

As the primary provider of informational resources and services as well recreational reading for the residents of Oakland City and Columbia Township, the library provides materials for all ages, from preschool through maturity. The collection contains materials in a variety of formats and various levels appropriate to the educational level(s) supported by the library. The collection also features a wide range of interests and should support opportunities for our patrons' diverse backgrounds and interests. Each title is judged individually according to its intrinsic merit, the subject matters treated, interest, and the need for the material in an organized collection. Each work is judged as a whole, and isolated passages in themselves are not used as criteria.

Diverse points of view, including controversial and unorthodox subjects, are available in the library collection. While no one will agree with all ideas found in all library books, and almost everyone will deem some of the ideas found in materials distasteful, it is emphasized that the purchase of materials for the library does not constitute endorsement of a particular viewpoint or belief by the library or its staff.

Because the library serves clients from a diverse array of ages, background, ethnicities, and beliefs, its collections will naturally reflect diversity. Efforts should be made to keep the collection diverse and inclusive.

Collection Focus

Recognizing the storage space and financial limitations of the library, it is important to concentrate on specific areas in able to better meet the needs of a majority of community residents. The library has identified the following areas of focus for the collection.

Primary Focus:

Popular Materials The Library serves primarily as a "Popular Materials Library". The library works towards featuring current, high demand/high interest materials in a variety of formats for people of all ages and with varied interests. While the library tries to provide what is popular to the interests of the Oakland City- Columbia Township community, the library serves all people and should seek to include and expose the community to a varied and diverse collection. Additionally, the library actively promotes

and encourages use of its collection through various merchandising techniques, such as face-out displays, the use of booklists and recommendations.

Secondary Focus:

Reference Library: The Library provides timely, accurate, and useful information for community residents pursuing life-long learning. The library provides on-site, web-based, and telephone reference and information services to aid users in locating needed information. The local print collection is not designed to have college level or above detailed research. Instead, collected materials are kept broad by topic, with introductory information. Areas of high interest or local connection may be developed with more detail in the print collection. For example, the region has a high number of patients with diabetes; so there may be more diabetes specific books added to the collection. By participating in inter-library loan and reciprocal local library agreements the library is able to expand access to materials as needed and requested by library users.

Maker Activities: The Library, in support of lifelong learning collects various equipment that can be used by the public either in-house or checked out that encourage users to explore and create. By creating hands-on opportunities utilizing shared equipment, imagination is allowed to grow and promotes thinking towards further possibilities.

Library of Things: In recognizing the importance of shared equipment /items in a community with limited financial resources and the Library's desire to provide diverse learning and recreational opportunities, the Library works towards creating a varied collection of non-traditional library items that meet or supplement user's information or recreational needs. Examples of such items may include, but are not limited to: games, tools, or learning kits. Recognizing there is a finite amount of storage space, this collection may be limited and should not be considered comprehensive in meeting all of the community's needs.

Cooperation with Other Agencies/Interlibrary Loan

The library recognizes the wealth of resources available through all Indiana libraries and does not needlessly duplicate materials. Therefore, the library makes use of various reciprocal borrowing agreements as well as the interlibrary loan service from the Indiana State Library. Access to these services are provided to cardholders free of charge. Should a patron need access to an item collected outside of the state of Indiana, the patron may be asked to pay any required postage.

Print and Other Non-Digital Collections:

The library aims to market print collections to a variety of readers across all ages. However, in recognition that young readers have very different interests than many adult readers, and in order to meet Indiana Library Standards, the library shall create areas of interest for the following groups:

- **Children**

- **Teens**
- **Adults**

Items in these interest areas may be in a variety of formats and include both fiction and non-fiction titles. Materials may also be further sub-divided within their areas, as needed (ex. board books, beginning chapter books, older juvenile titles).

Items are generally placed in the area that the publisher dictates as the audience. Additional resources such as reviews may also be used to indicate the interest level. The library, however, reserves the right to place an item where there is the best potential for the item to reach its intended audience.

Although the library maintains collection based upon interest levels, the library does not censor, or otherwise interfere with a user's selection of material. Any user may check out material from any part of the library. The library does not act in loco parentis and any borrowing decisions are made by the user. If a collection is open to a borrower, the entire collection is open to the borrower.

Digital Collections:

Digital collections shall be open to all borrowers following the same principals as the in-house print collections unless any consortium rules dictate otherwise.

Details of Collection:

Formats Collected

- Books (hardcover, paperback, trade books, large print books, etc.)
- Movies (DVD or updated technology if appropriate)
- Electronic books and e-audio
- Periodicals (magazines, newspapers, etc.)
- Additional formats may be collected as technology advances

Language

The overwhelming majority of Oakland City's population speaks English; therefore, the majority of acquisitions will be in English. Every effort will be made to secure formats for alternate languages using Interlibrary loan and reciprocal borrowing process. Should a population shift cause an increased need for materials in other languages, the library collection will adjust to meet the population's need.

Fiction

Genres may be separated from the regular collection if there is a large collection of a specific popular genre. Examples of separated genres may include, but are not limited to, Romance, Christian Fiction, Westerns, etc.

Non-Fiction

Purchased Non-fiction materials will be general or introductory in nature and an effort will be made to purchase materials that are not overly specific or technical in nature, so they will appeal to the broadest population.

Braille and Talking Books

While the library is not a repository for the National Library Service, the library will keep applications on file and assist patrons in signing up for the program. The program allows for free mail delivered braille and talking book library service for people with temporary or permanent low vision, blindness, or a physical, perceptual, or reading disability that prevents them from using regular print materials.

Selection Responsibilities

The final authority on the selection of items for the collection will rest with the Library Director. However, input will be sought from additional staff members who have insight into patron patterns and requests. Demand is still subject to review and should be considered within the context of the library's purpose.

Selection Criteria

There are a variety of considerations that will guide selection. Customer use is the most powerful influence on the collection. Library Staff shall utilize professional judgment and expertise in making collection development decisions, including decisions about choosing titles and identifying quantities for purchase. Additional copies of material may be purchased if demand is apparent based upon hold lists. Various formats may be used to purchase additional copies of material, if budget and public demand allows.

Library staff shall use their training, subject knowledge, and the selection criteria to identify collection goals and priorities for material additions. The following criteria are used to evaluate and select items for the collection. An item need not meet all of these criteria to be selected.

- Popular or anticipated appeal or permanent value
- Accuracy and currency of information
- Local interest
- Reputation and/or authority of author, editor, or illustrator
- Comprehensiveness
- Representation of controversial or diverse points of view
- Cost and availability in relation to use
- Attention of critics, reviewers, the media, awards, and the public
- Available formats
- Placement in series
- Durability

Various resources should be used for deciding which materials should be collected. Some of those include, but are not limited to, book release calendars, professional journals, best seller lists, relevant webinars, and promotional materials. Other important tools include patron requests, and historical significance.

In-person requests for purchase made by resident or subscription library patrons will be considered. A single request will not trigger a purchase, especially, if the item is deemed to be of value/interest to a single reader. Attempts to obtain singular interest materials will be handled through Reciprocal Borrowing or the Inter-Library Loan programs. Items that are requested by multiple patrons or considered to be popular among many patrons will be added to the collection, so long as funding allows.

Materials Not Collected

The following materials will not actively be pursued to place in the library's collection:

- Rare books due to the special care associated with such books.
- Out of county or County wide genealogy records due to space restrictions, lack of demand, and having two neighboring libraries that are county seats with fully staffed genealogy departments and designated genealogy space. Items specific to Oakland City and East Gibson County may be collected if space permits. These items may include local family histories and/or yearbooks.
- Textbooks will not actively be added to the collection except in rare occurrences where the Library Director feels it benefits the collection
- Outdated formats (i.e. VHS ,Cassette tapes, Compact Discs) will not be purchased unless no alternate format is available and the title is deemed a necessary purchase.

Deselection and Discards

Materials must be continuously reviewed in order to create a collection that continues to meet customer demand and is able to expand. Items that need repair shall be pulled from circulation until a decision is made to repair, replace, or remove permanently.

Withdrawn items shall be disposed of in accordance with Indiana Code 36-12-3-5. Items may be withdrawn if they contain outdated or inaccurate information, as superseded by a newer edition, are worn or badly marked, duplicates, or are seldom used materials. Space, replacement costs, and the quality and appearance of the collection are additional factors in this decision. No collection should go more than 2 years without a detailed review and consideration of items in the collection.

Similar to selection responsibilities, the final approval on items to withdrawal lies with the Library Director. The Library Director maintains the right to seek input from staff members on which items should be considered for deselection.

Censorship

Oakland City-Columbia Township Public Library will not censor any material in its collection. No markings will be placed on materials to show any potential controversial contents or labeled for age appropriateness. No items will be removed from general collection areas based on content or controversy alone. Items will only be removed from general collection areas if the item is deemed in need of protection from theft or damage. The library, as a source of information, will do its very best to provide information that is unbiased and represents both sides of any particular issue.

Availability to Minors

The library does not act *in loco parentis*. Therefore, the library will not censor the reading material of children. The responsibility of their borrowing and browsing rests solely with their parents and/or guardians. The library will not exclude material from the collection because it may be available to minors.

Requests for Reconsideration

Individuals may occasionally question the inclusion of an item for a variety of reasons including controversy and viewpoints. The Library supports a patron's freedom to read and takes the position that public access to ideas and information should not be restricted.

Should a resident or patron with an active OCCTPL library card feel the necessity to request material be withdrawn based on its content the patron must fill out and submit to the Library Director a "Reconsideration Request Form." These forms shall be kept in a clearly marked folder near the circulation desk and given to patrons without prejudice promptly when initial complaint is made.

Upon receipt of the form, the Library Director shall have no more than 30 calendar days to respond in writing to the complaint.

The Library Director shall investigate reviews on the book, personally review the book, and decide regarding the material and will notify the patron in writing the outcome of their complaint. Should the patron feel the Library Director reached their decision in error, they may appeal to the Library Board whose decision will be final.

Policy Review

This policy shall be reviewed periodically in order to keep format information up to date and to allow for continual improvements to the policy.

This policy was approved at the April 14, 2021 meeting of the Library Board of Trustees and replaces all prior versions.

Request for Reconsideration of Library Resources

The Director of the Oakland City-Columbia Township Public Library has the responsibility for building a collection of library resources. Patrons wishing to challenge any library material should fill out this form and return it to the Library Director, care of OCCTPL, 210 S. Main St. Oakland City, IN 47660. The item will be reviewed following library policy.

Name _____ Date _____

Address _____ Phone _____

City _____ State _____ Zip _____

Do you represent self? ____ Organization? ____

1. Resource on which you are commenting:

Title _____ Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource?

4. What concerns you about the resource? (use other side or additional pages if necessary)

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting of the library?